



**VILLAGE OF BARTLETT  
REQUEST FOR A WRITTEN  
LOCAL ADJUDICATION HEARING  
TO CONTEST A PARKING OR COMPLIANCE CITATION  
(WAIVE YOUR RIGHT TO AN IN-PERSON HEARING)**

**THIS FORM MUST BE COMPLETED, POSTMARKED AND MAILED OR DELIVERED TO THE  
BARTLETT POLICE DEPARTMENT, 228 S. MAIN STREET, BARTLETT, IL 60103 AT LEAST 7 DAYS PRIOR TO THE  
HEARING DATE ON THE SECOND NOTICE OF PARKING, STANDING, OR COMPLIANCE VIOLATION.**

**TODAY'S DATE:** \_\_\_\_\_ **CITATION NUMBER:** \_\_\_\_\_

**CITATION ISSUANCE DATE:** \_\_\_\_\_ **CITATION DUE DATE:** \_\_\_\_\_

**ASSIGNED HEARING DATE:** \_\_\_\_\_

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**OFFICER'S STAR #** \_\_\_\_\_ **VIOLATION** \_\_\_\_\_

**LOCATION OF OFFENSE** \_\_\_\_\_

**PLEA (Circle one):** **LIABLE**      **NOT LIABLE**

**STATEMENT/TESTIMONY (Use the reverse side if needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Copies of documentation attached?**    **YES** \_\_\_\_\_    **NO** \_\_\_\_\_

I swear that the above is a true and accurate statement. I understand that I have waived my right to an in-person local adjudication hearing appearance and that the hearing officer will make his/her decision with the statement/testimony and any documentation that I provided. I also understand that the hearing officer's decision is final and you have the right to appeal his/her decision by filing for judicial review under the provisions of the Illinois Administrative Review Law (735 ILCS 5/3-101, et seq.).

\_\_\_\_\_  
**Signature**

**FOR INTERNAL USE ONLY**

<b>RECORDS: COURT DATE ASSIGNED BY: #</b> _____	<b>L A DATABASE UPDATED BY: #</b> _____	<b>OCCURRENCES:</b> <input type="checkbox"/>
<b>L A CHECKLIST DONE BY: #</b> _____	<b>VERIFIED CASE IS COMPLETE FOR HEARING BY #</b> _____	<b>FINDINGS DB</b>
<b>UPDATED BY #</b> _____	<b>FILED BY #</b> _____	